

March 9, 2018

DMS NOTICE  
T - 18 - 03  
Discard: 4/20/2018

**TO:** WEIGHTS AND MEASURES OFFICIALS

**SUBJECT:** Training Class – Compressed Natural Gas Examinations Training

The Division of Measurement Standards (DMS) will host a National Institute of Standards and Technology, Office of Weights and Measures (NIST OWM) seminar April 16 – 19, in Sacramento.

**Purpose:** This four-day seminar will teach students how to conduct an official examination by properly applying all applicable NIST Handbook 44 requirements and in accordance with the minimum procedures outlined in the NIST Examination Procedure Outlines (EPOs) for Compressed Natural Gas. The session includes formal lecture, class discussion, group exercises, audio-visual presentations, and some hands-on practice in both the classroom and field.

**Instructor(s):** Juana Williams and Rick Harshman (NIST OWM)

**Learning Objectives:**

The training objective is to provide weights and measures officials a basic understanding of:

- Applicable Portions of NIST Handbook 44
- Security Sealing – Physical and Electronic
- Appropriate Test Equipment
- Proper Test Procedures
- NIST Examination Procedures Outlines (EPO)

**Minimum Requirements for Successful Completion** (e.g., to receive a NIST training certificate): To obtain a course certificate for this class, students must be in attendance for the entire class (no early departure); participate in all group activities that are planned; and achieve a score of 70 percent or higher on a final exam, which will be administered on the last day of the class. Students who do not fulfill these requirements will not receive a certificate of completion.



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**Required Items to Bring:**

- Calculator (preferably with the capability to calculate square roots and square values)
- Safety Vest (bright color with reflective material)
- Safety Glasses
- Cotton or Leather Gloves (typical work-type gloves)

**Registration Instructions:** With written approval from your county sealer, indicate your interest to Tammy Sulli by email at [tammy.sulli@cdfa.ca.gov](mailto:tammy.sulli@cdfa.ca.gov) by March 16. Persons selected to attend will receive further instructions on registering with NIST OWM. Class size is limited to 17 students. All seats have been allocated to California officials. DMS is seeking balanced representation from all county area groups.

Sincerely,



Kristin Macey  
Director